

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**COMMUNITY DEVELOPMENT ANALYST  
PLANNING AND DEVELOPMENT DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs responsible administrative and accounting work in administering the federal CDBG program for housing and community development. Reports to the Community Development Director.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs responsible administrative and accounting work in administering the City's Community Development Block Grant (CDBG) program and assisting with the administration of other community development and housing programs benefiting low- and moderate-income residents. Work involves planning, managing, monitoring, and evaluating the activities of many program sub-recipients to ensure that CDBG-funded projects are carried out effectively and in compliance with federal regulations and City requirements. The employee also evaluates applications for funding, provides technical assistance to sub-recipients, maintains extensive program records, and prepares detailed and complex reports. The job requires independent judgment and initiative in determining whether projects are being operated effectively, when compliance risks exist, and when technical assistance is needed. Tact, courtesy, and firmness are required in maintaining good relationships with personnel from other agencies and other City departments while ensuring the overall effectiveness of the program. Work is performed with considerable independence under general supervision of the Community Development Director.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Assists in reviewing applications and developing annual Consolidated Plan for CDBG and HOME programs.

Carries out environmental reviews for all projects.

Prepares contracts with program sub-recipients.

Monitors sub-recipients' expenditures; prepares grant draws.

Performs on-site monitoring of sub-recipients and evaluates their performance; identifies weaknesses and provides technical assistance.

Determines wage rates consistent with federal labor standards (Davis-Bacon) and ensures compliance through interviews and payroll reviews.

Assists in preparing the Consolidated Annual Performance Report.

Responds to requests for information from a variety of agencies and individuals.

## **COMMUNITY DEVELOPMENT ANALYST**

Communicates with the public and media, conducts community meetings with citizen groups concerning community development, and assists neighborhood groups access CDBG funding.

Maintains financial and programmatic records, including entries in HUD's management information database.

Prepares routine and special reports for the Community Development Director.

Attends professional conferences and workshops.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work assignments as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the purpose, objectives, policies, procedures and regulations of the federal CDBG program and of other federal and state housing and community development programs.

Considerable knowledge of the current literature, practices, and trends in community development and affordable housing.

Considerable knowledge of the principles and procedures of accounting and financial management.

Considerable knowledge of the principles and practices involved in housing and economic development finance.

Considerable knowledge of the principles of management, organization, and administration.

Considerable knowledge of the geographical, political, and socio-economic conditions in the City of Asheville and surrounding area.

Considerable knowledge of research techniques and reporting methods.

Skill in the use of computer word processing, spreadsheet, and database programs.

Ability to plan, direct, and coordinate the work of subordinates.

Ability to express ideas effectively both orally and in writing and to present information before large groups of people.

Ability to rapidly review large amounts of information, identify errors and risk areas, analyze and identify underlying problems, and suggest solutions.

Ability to establish and maintain effective working relationships with a variety of people from different backgrounds, including non-profit agency staff, property owners, architects, engineers, developers, contractors, the general public, etc.

## **COMMUNITY DEVELOPMENT ANALYST**

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in urban planning, business administration, or a related field and 1 to 2 years of related experience; and/or any equivalent combination of training and experience required to perform the essential job functions.

### **SPECIAL REQUIREMENT**

Possession of a valid drivers' license issued by the State of North Carolina.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 17  
Non-Exempt